

JUVENILE CENTER WORKER

FUNCTION OF THE JOB

Under supervision, to perform work involving the care, custody, and detention of children; to provide a positive rehabilitative influence; and, to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises and cares for children in shelter care and secure detention within established policies and procedures.
2. Interacts with children on an individual or group basis in order to provide a positive rehabilitative influence and guidance.
3. Records observations relating to behavior of children and maintains records and reports as required.
4. Supervises personal hygiene of children including showering and related duties.
5. Inspects and searches children and their quarters for cleanliness, contraband, and order.
6. Monitors and operates electronic security equipment in secure detention area of the facility.
7. Distributes clothing, bedding, toilet articles and other supplies
8. Picks up and delivers meals, and may prepare light meals at the facility as needed.
9. Performs general housekeeping and cleaning duties in the facility as needed, and operates laundry equipment.
10. Transports and escorts children to court proceedings, services, visitation, and other activities.
11. Supervises children during visitation and educational or recreational activities, and may assist in the operation of the activities.
12. Attends staff meeting and participates in training activities as required.
13. Provides information to social work personnel and other professionals within established guidelines concerning the status of children.
14. Maintains discipline and enforces the rules and regulations pertaining to the facility; and may physically restrain children when necessary to quell disturbances and maintain discipline.
15. May administer basic first aid as needed.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of the operation and purpose of a shelter care or secure detention facility and of related care, treatment, and security programs used at such facilities.
2. Working knowledge of the rules and regulations governing shelter care and the secure detention facilities.
3. Working knowledge of basic principles of first aid.
4. Some knowledge of adolescent behavior, inter-personal relations, and social interaction.
5. Ability to serve as a positive role model for children, and provide effective direction and supervision.
6. Ability to establish and maintain effective working relationships with the public and other staff personnel.
7. Ability to communicate effectively both orally and in writing.
8. Ability to detect and recognize potentially hazardous situations; and take immediate appropriate action.
9. Ability to recognize symptoms of acute alcohol and drug abuse and take immediate appropriate action.

Training and Experience

QUALIFICATIONS (cont.)

1. High School graduation or GED equivalency.
2. Two years of post high school work experience, preferable involving care, supervision or custody of children.
3. Post high school training from a recognized college or university with several courses in social work, psychology, sociology or a closely related field may substitute for the work experience requirement on a year-for-year basis.